

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, June 10, 2010
9:00 am
Open Session
A Quorum of the County Board may be present

The Committee may take up matter noticed on this agenda at any time during the meeting regardless of the location of such item on the agenda.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of May 27, 2010
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
 - a. Department Report
7. Employee Relations
 - a. Department Update
 - b. Safety/Wellness Report
 - c. Job Openings/New Hires Report
8. Labor Negotiations Forum Discussion
9. Discussion Policy 390
 - a. Wage Comparables
10. Review County Association Benefits/Contracts
 - a. Topics for Letter Writing Campaigns
11. Review updated Job Descriptions
 - a. Secretary Veteran's Services
 - b. Human Services Receptionist/Scheduler
12. Employee Morale
13. Committee Observations
14. Agenda Items for Next Meeting
15. The Committee may entertain a motion to go into closed session for purposes of considering letters of agreement, bargaining strategy, and/or grievance issues concerning Polk County bargaining units: Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(e) conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
-and-
The Committee may entertain a motion to go into closed session for purposes of reviewing applicant(s) for consideration as a recipient under Policy 508 – Voluntary Vacation Leave Donation and consideration of payment of insurance claims. Closed Session under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons.
The Committee may reconvene in open session following any of the noted closed sessions to consider or take action on any matter contained in this notice/agenda
16. Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

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Supervisor Arcand called the meeting to order at 9:00 am.

Present: Arcand, Schmidt, Sample, Nelson, Edgell

Also Present: Malone, Frey, Jerrick, Kusmirek, Cooper

Motion (Schmidt/Nelson) to approve agenda. Motion carried by voice vote.

Motion (Sample/Schmidt) to approve minutes of May 27th, 2010 with correction to present in attendance in Closed Session. Motion carried by voice vote.

Public Comments – None

Committee Calendar – Next regularly scheduled Personnel Committee meeting June 24th, 2010, 9:00 am, and consequently the 2nd & 4th Thursday of each month thereafter. Job Study June 15th, 9:00 am. Safety Committee meeting July 12, 2010, 10:00 am. Wellness Committee meeting July 22nd, 2010, 7:30 am.

Corporation Counsel – Department Report – nothing at this time.

Employee Relations – Jerrick welcomed new County Administrator, Dana Frey. Jerrick provided information to Committee on how Job Study evolved. Kusmirek updated Committee on Wellness activities, along with handout of Job Openings and New Hires report.

Labor Negotiations Forum Discussion – Jerrick updated Committee on previous Committee expressing interest and consideration of collaboration with other WI Counties, and WI Counties Association facilitating forum. Jerrick will coordinate another date with WCA.

Review updated Job Descriptions – **Motion (Sample/Schmidt) to approve changes to Veterans Services Administrative Assistant I/II job description as presented. Motion carried by voice vote.**

Motion (Schmidt/Sample) to approve changes to Human Services Receptionist/Scheduler job description as presented. Motion carried by voice vote.

Discussion of Policy 390 – Discussion of Salary Survey Report and interest of further market study. **Motion (Sample/Nelson) to direct Employee Relations along with County Administrator to develop RFP for Non-Represented Compensation Study. Motion carried by voice vote.** Jerrick also mentioned upcoming performance evaluation changes.

Letter Writing Campaign – Short discussion of need of Legislative support.

Break 10:33

Back 10:50

Motion (Sample/Schmidt) to go into Closed Session for the purposes of considering letters of agreement and/or grievance issues concerning Polk County bargaining units pursuant to Wis. Stat. Sec. 19.85(1)(e) conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll-call vote taken: Those voting yes: Arcand, Schmidt, Edgell, Sample, Nelson.

Closed: 11:00 am

Present in Closed Session: Members of the Personnel Committee, Malia Malone, Dana Frey, Steve Warndahl, Andrea Jerrick, Darlene Kusmirek, Jane Cooper

Motion (Sample/Edgell) to return to Open Session. Motion carried by voice vote.

Open 11:30 am

Motion (Sample/Schmidt) to adjourn. Motion carried by voice vote.

Adjourned: 11:34 pm